



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-06-059**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Cultural Affairs Assistant  
**OPENING DATE:** Wednesday, September 6, 2006  
**CLOSING DATE:** Wednesday, September 20, 2006 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**GRADE:** FSN-07

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Cultural Affairs Assistant in the Cultural Affairs Office of the Public Affairs Section (PAS) of the US Embassy Khartoum Sudan.

**BASIC FUNCTION:**

The incumbent assists in the implementation of cultural and exchange programs, cultural affairs programming, and other activities. Contributes to PAS contact lists, suggests materials for local distribution, visits institutions and events, takes note and drafts reports; liaises with local schools and English-language programs, assessing needs and helping provide support. Works with Information/Media Assistants to help as needed with press Monitoring and translation, with special attention to local reaction to mission programs and to cultural and academic news. Incumbent is directly supervised by the Senior Cultural Affairs Assistant.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Completion of University B.A, B.Sc, American Studies or other arts and humanities field is required. Graduate work desirable

--**Prior Work Experience:** At least one year experience in events or program planning, art administration, public relations, academia or related fields is required.

--**Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Good Working Knowledge	--	--
Other Local Language	Fluent	--	--

--**Skills:** Must have strong communication, networking, and negotiation abilities. Should combine innovation and imagination with planning and logistical Skills. Must be able to draft correspondence and reports in English. English -Arabic translation skills an advantage.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.  
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.  
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

**TO APPLY:** Interested individuals for this position should submit the following or the application will not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that address the requirements of the position as listed above.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 774700 Ext. 247/274.

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.  
Candidates will receive consideration without regard to race,  
color, religion, sex, national origin, disability, age, or sexual  
orientation.*

*The Department of State also strives to achieve equal employment  
opportunity in all personnel operations through continuing  
diversity enhancement programs.*